



New Hampshire State Prison
Recreation Department
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Subject: 2015 Holiday Package Program

The timeline below is for the 2015 Holiday Package program.

August 21, 2015 – Get final list of products to vendors and web designer. (Union Supply)

September 4, 2015 – Check and Increase Credit Limit at Sam's Club. (Recreation Dept.)

September 11, 2015 – Mail printed order forms & Posters to Concord, NCF, Goffstown (Union Supply)

September 17, 2015 – Receive printed order forms and posters for distribution. (Recreation Department)

September 18, 2015 – Distribute all posters in the units and facilities notifying about the Holiday Package Program information.
Distribute all order forms. (Recreation Dept)

September 21, 2015 – Begin accepting & processing orders at Union Supply.

October 14, 2015 – If using Inmate Accounts all orders must be sent to Concord Recreation Department.

October 15, 2015 – Recreation will sign cash slips and forward then to inmate accounts (Recreation Department)

Week of October 19, 2015 – Inmate Accounts will process cash slips and send check and orders to Union Supplies (Inmate Accounts).

October 25, 2015 – Cut-off date for last orders (Union Supply).

October 26-October30, 2015 – Finalize all orders, transfer order information to Recreation Dept (Union Supply).

November 6, 2015 – Recreation Department will compile all data and order all products.

November 17, 2015 – Recreation will pick up coffee and fax invoice to Union Supply.

By November 20, 2015 - All products will be received by the Warehouse from Food Express. (Is this possible?)

By November 30, 2015 – The warehouse will send in all products from Food Express.

November 30, 2015 –Recreation will pick up product from Sam's Club.

November 30 - December 1 – Set up Gym. Recreation Dept. begins building packages

December 2, 2015 - Pickup of packages by NCF, Goffstown, SPU, MSU.

December 3, 2015 – Have all Concord packages distributed.

December 18, 2015 - Request payment from Union Supply.